

# Assembly Instructions

Model Numbers: KDE7236, KDE7824, KDE7848

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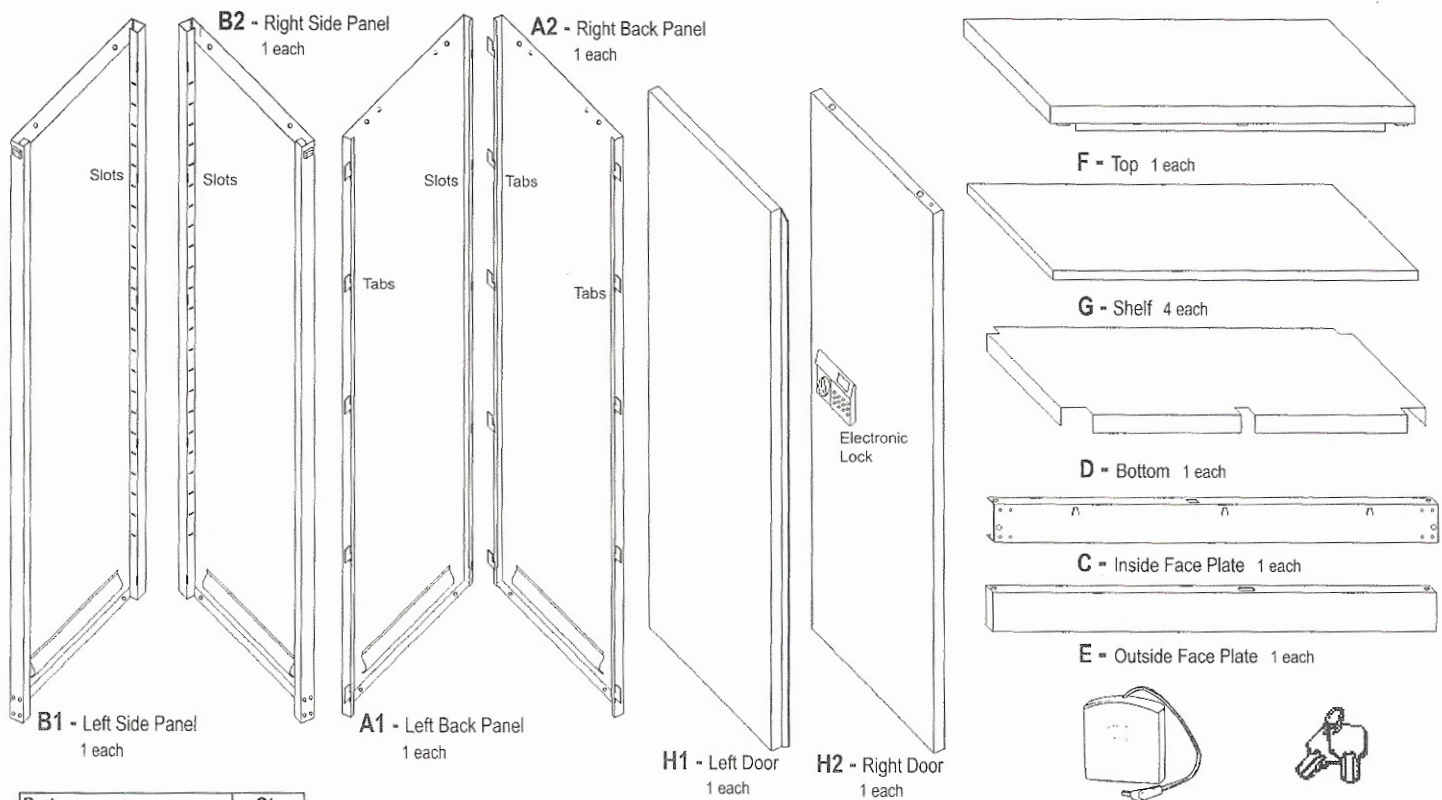
## Safety Instructions

**CAUTION:** Use caution when handling and assembling metal parts. Metal may have sharp edges or corners.  
The use of protective gloves is recommended when assembling product.

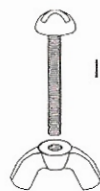
- This unit should be installed on a level, dry surface.
- Do not use this unit as a step ladder. Do not climb on the unit.
- This unit is not intended to be used in any other manner than for storage.
- Always distribute weight evenly on shelves. Store heavier items on the bottom shelves.
- Do not use in high-humidity, high-corrosion locations. Humidity should be under 60%.

All assembly instructions must be followed exactly or the unit may not be assembled correctly and may not be stable. Assemble the unit on level surface.

## Parts List



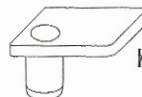
Part	Qty
Left Side Panel - B1	1
Right Side Panel - B2	1
Left Back Panel - A1	1
Right Back Panel - A2	1
Left Door - H1	1
Right Door - H2	1
Top - F	1
Shelf - G	4
Bottom - D	1
Inside Face Plate - C	1
Outside Face Plate - E	1
Bolt / Wingnut - I	4
Shelf Clip - S	16
Door Rod Guide - L	2
Hinge Pin Guide - K	4
Top Stop - J	2
Door Bumper - Q	4
Hinge Pin - O	4
External Power Supply	1
Keys	2



I - Screw / Wing Nut  
4 each



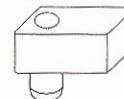
L - Door Rod Guide  
2 each  
(1 preinstalled)



K - Hinge Pin Guide  
4 each  
(2 preinstalled)



S - Shelf Clip  
16 each



J - Top Stop  
2 each  
(2 preinstalled)

Q - Door Bumper  
4 each  
(4 preinstalled)



O - Hinge Pin  
4 each

## General Instructions

### TIPS FOR EASIER ASSEMBLY:

- 2-person assembly is recommended.
- Assemble the unit on a flat surface.
- Check the parts carefully and follow the instructions.

## Step 1 - Back Assembly

- Lay the two back panels on a flat surface. Position as illustrated. See Fig. 1.
- Place the Right Back Panel (A2) next to the Left Back Panel (A1) and insert the tabs into the matching slots.
- Once all the tabs are started, slide the Back Panels in opposite directions to **fully engage** the tabs. See Fig. 2.

Fig. 1 - Align back panels

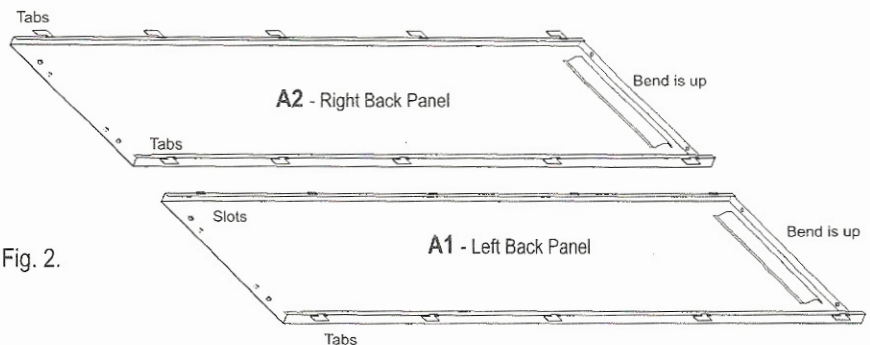
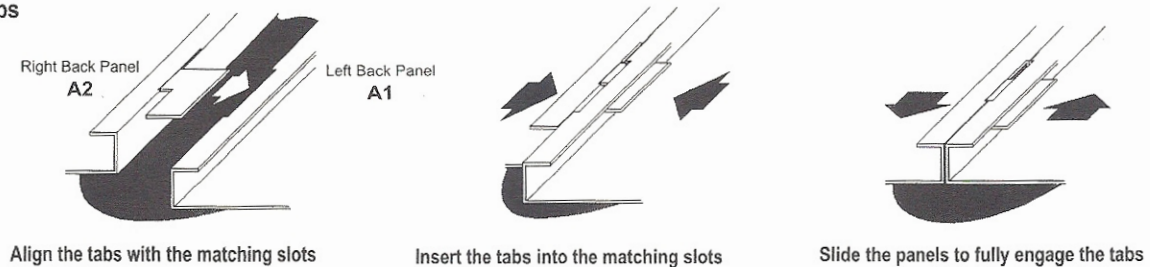


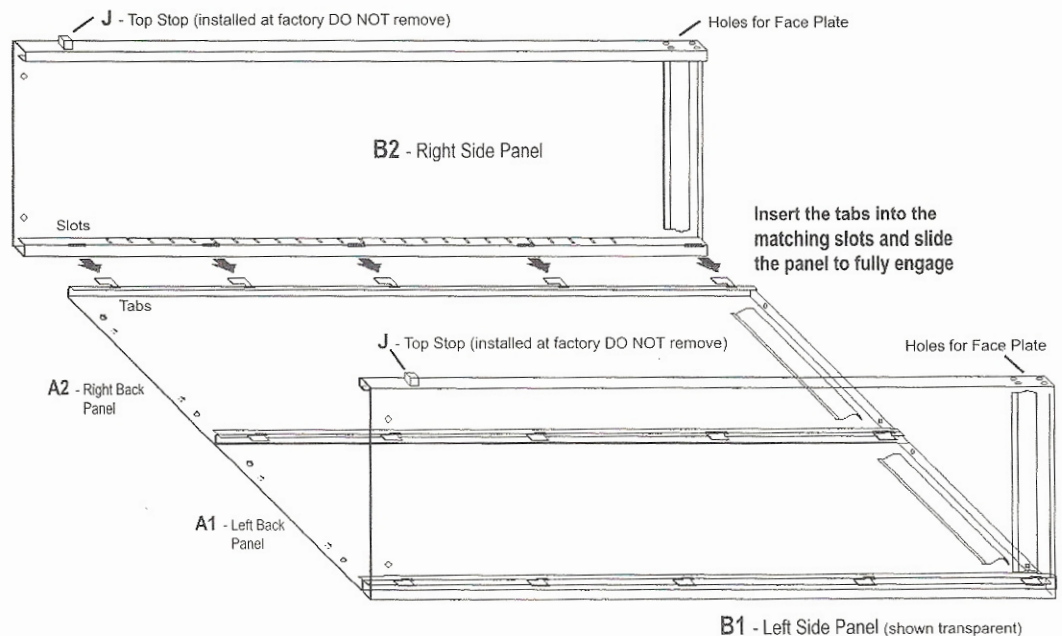
Fig. 2 - Engage tabs



## Step 2 - Side Assembly

- While the Back Panels are still lying on a flat surface, align the slots on the Right Side Panel (B2) with the tabs on the Right Back Panel (A2). See Fig. 3.
- Insert the tabs into the slots. Make sure that **all** the tabs are inserted.
- Slide the Side Panel to **fully engage** them in the slots.
- Repeat the steps with the Left Side Panel (B1).

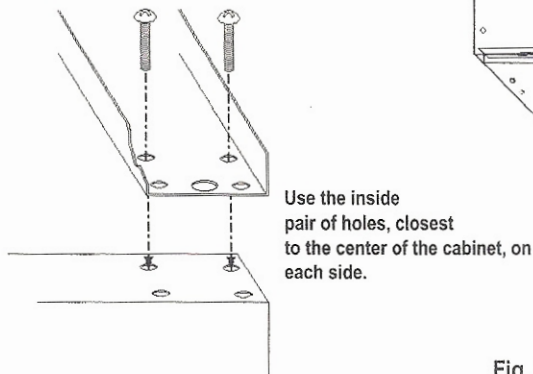
Fig. 3 - Install side panels



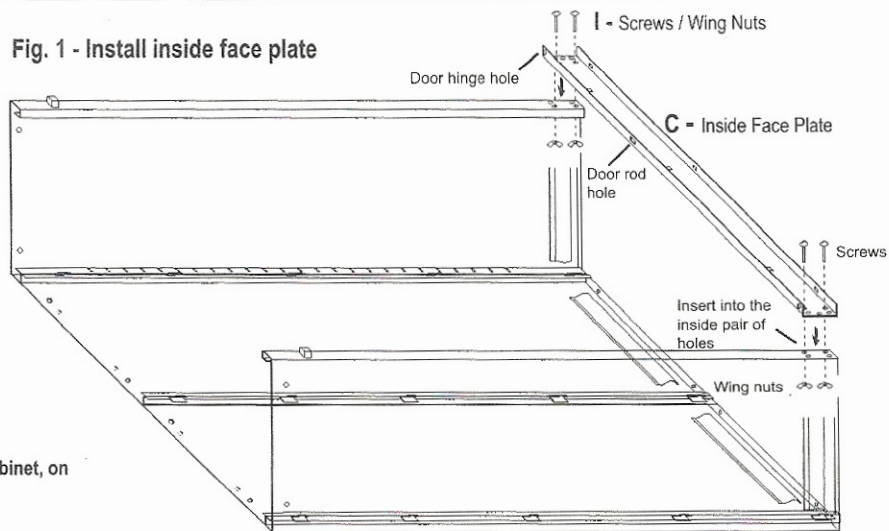
# Assembly Instructions

## Step 3 - Face Plate and Bottom Assembly

- A)** Attach the Inside Face Plate (C) using the Screws and Wing Nuts (I). Make sure the door rod and hinge holes are facing the top of the cabinet. Use the **inside** pair of holes and do **not** fully tighten the Wing Nuts at this time.



**Fig. 1 - Install inside face plate**

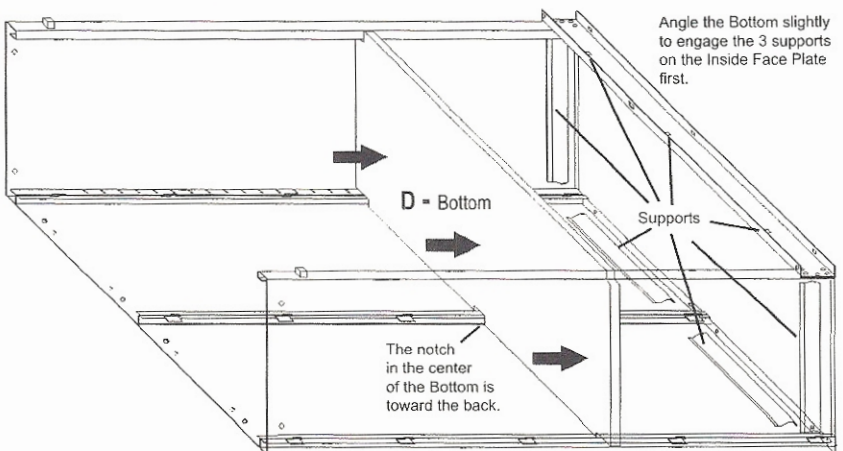


- B)** Insert the Bottom (D) into the assembly. The notch in its center should be in rear, facing the back. See Fig. 2.

Slide the Bottom (D) down and angle it slightly to partially engage **all** 3 of the supports on the Inside Face Plate (C). Push the rear of the Bottom (D) down, making sure that the supports on the back and side panels are **all** partially engaged.

Tap the Bottom (D) down around the edges until it is **fully** seated on each of the supports.

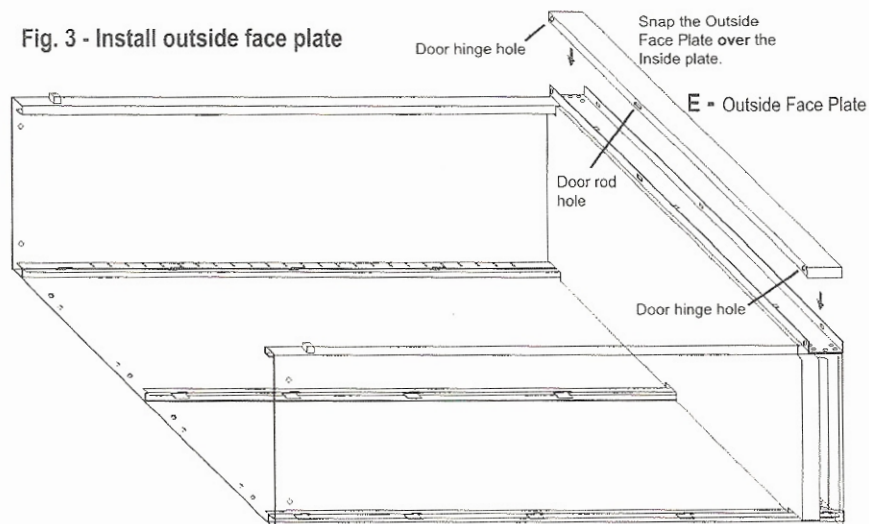
**Fig. 2 - Install bottom**



- C)** Fully tighten the Wing Nuts holding the Inside Face Plate (C).

- D)** Install the Outside Face Plate (E) by snapping it in place over the Inside Face Plate (C). Make sure the door rod and hinge holes are facing the top of the cabinet. See Fig. 3.

**Fig. 3 - Install outside face plate**





# Assembly Instructions

## Step 4 - Top Installation

- A)** Carefully stand the cabinet assembly to an upright position. Note the plastic Top Stops (J) that are located on the front of each side panel. Do NOT remove these as they are required to hold the top in place. See Fig. 1.
- B)** Insert the front edge of the Top (F) over the side panels and Top Stops (J). Make sure that the side panels are inserted in the flanges located under the the Top (F).

Fig. 2 - Place top in place

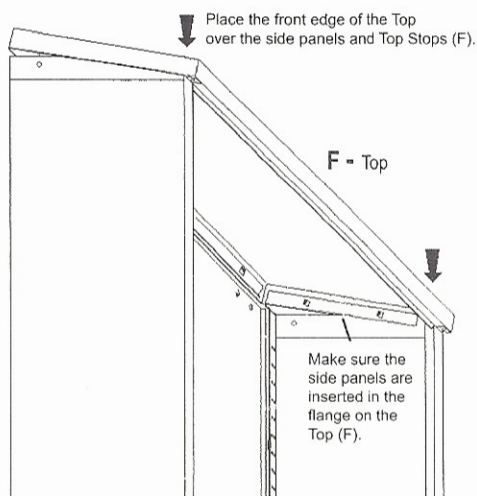


Fig. 1 - Top stops

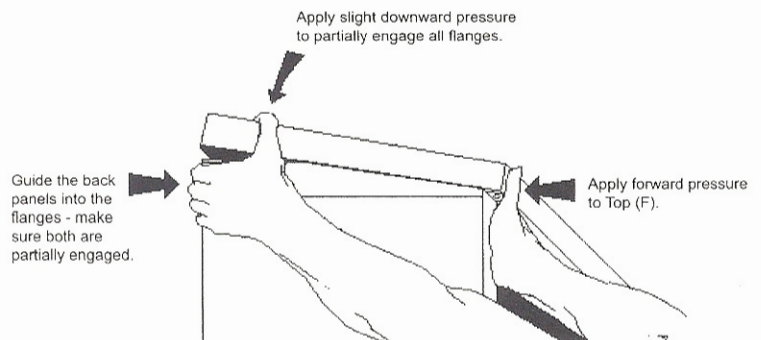
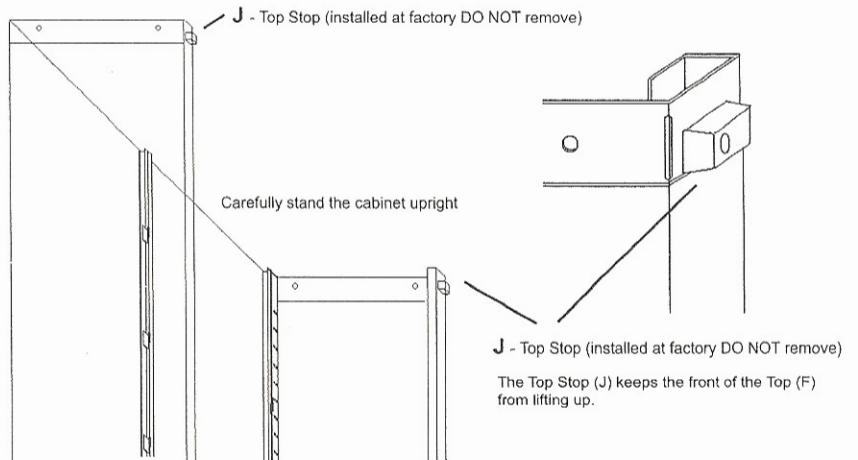


Fig. 3 - Insert back and sides into flanges

- C)** Press the Top (F) forward and guide the back panels into the flanges located under the Top (F). See Fig. 3.
- D)** Make sure the both of the side panels and each of the back panels are **partially** engaged in the flanges **before** pushing the Top (F) down fully.
- E)** Once the flanges are partially engaged, push the Top (F) down until it snaps into place and all the flanges are fully engaged. See Fig. 4.

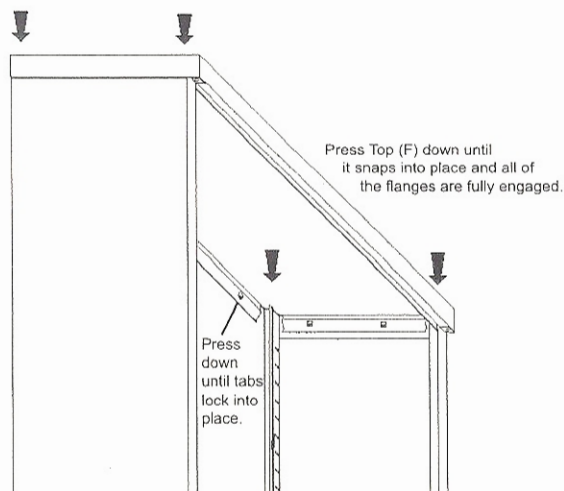


Fig. 4 - Push top down

# Assembly Instructions

## Step 5 - Shelf Installation

- A) At the desired shelf height, insert 4 Shelf Clips (S) into the slots located inside the front edges of the Side and Back Panels. See Fig. 1.
- B) Angle a Shelf (G) into the cabinet above the installed Clips with its rear tilted down.
- C) Set the rear of the Shelf (I) onto the Shelf Clips (S) placed in the Back Panels. See Fig. 2.
- D) Tilt the Shelf (I) down until it rests on the front Shelf Clips (S). If the Shelf is uneven, reposition the Shelf Clips into appropriate locations to level it.
- E) Repeat this process for the remainder of the shelves.

Fig. 1 - Shelf clip installation

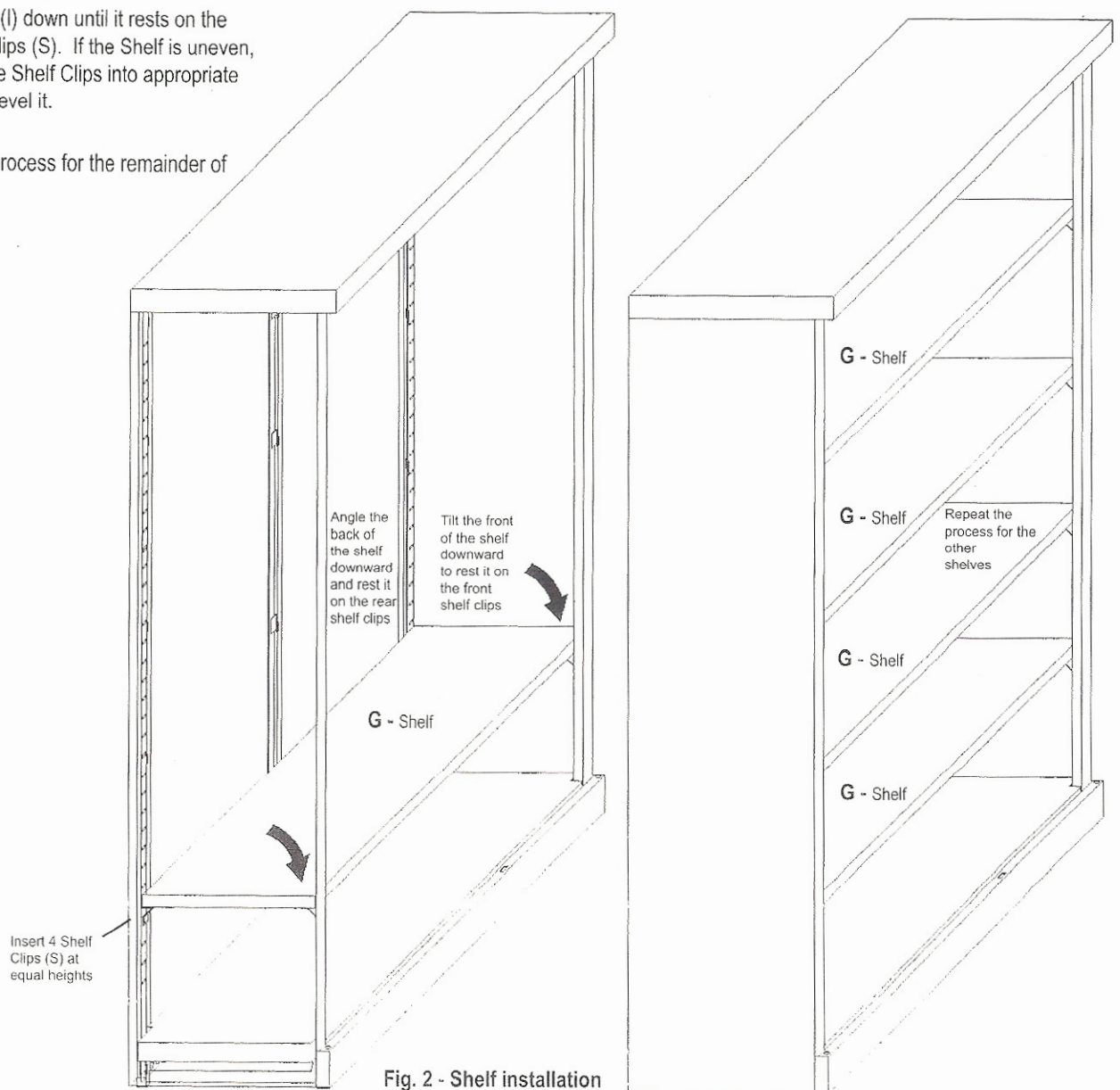
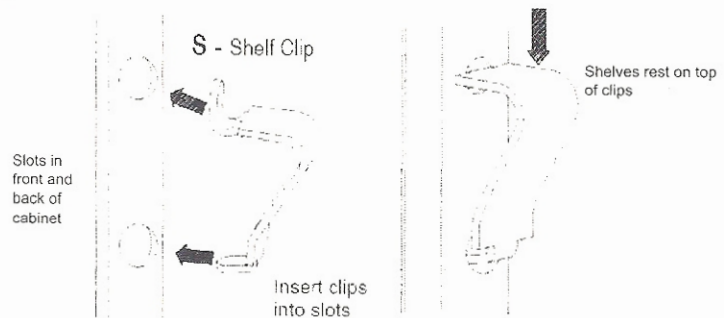


Fig. 2 - Shelf installation

# Assembly Instructions

## Step 6 - Door Installation

- Install the Hinge Pin Guides (K) and the Door Rod Guide (L) into the bottom face plate. Make sure that they are fully seated. The Hinge Pin Guides are preinstalled in the top. Verify that they are also fully seated. See Fig. 1.
- Use a Hinge Pin (O) to make sure that the hinge holes on the top and bottom of each door are clear of excess paint and that the pin will slide freely during installation. See Fig. 2.
- Install a Hinge Pin (O) into the top hinge hole of each door. Bend the tabs on the door to secure them in place. See Fig. 3.
- Put the Left Door (H1) in place, inserting the installed top Hinge Pin (O) into the top Hinge Pin Guide (K). NOTE: The door fits very closely between the top and bottom. See Fig. 4.
- Align the bottom hinge pin holes in the door and cabinet and install the bottom Hinge Pin (O). See Fig. 5.
- Repeat this process for the Right Door (H2).

NOTE: The Door Bumpers (Q) are factory installed on each of the doors.

Fig. 1 - Install plastic guides

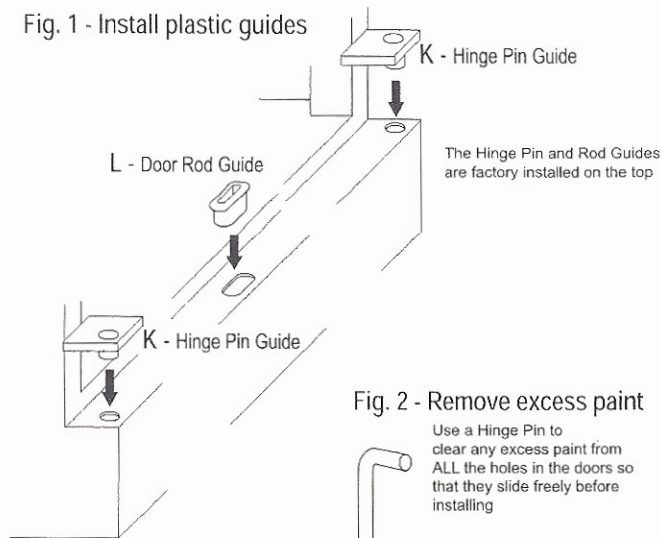


Fig. 2 - Remove excess paint

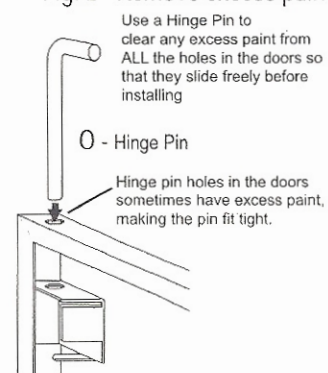


Fig. 3 - Install the top hinge pins

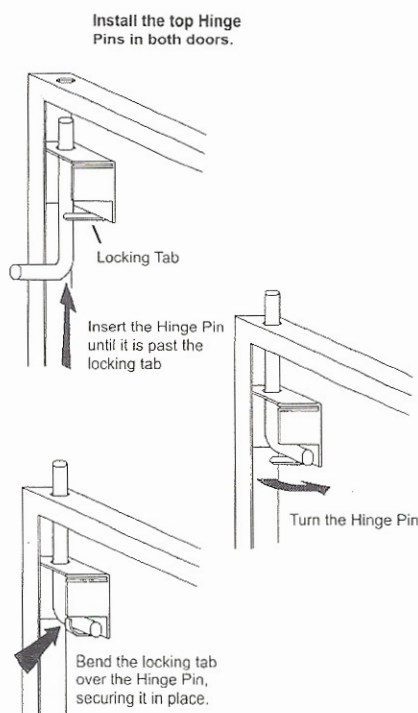


Fig. 4 - Put door in place

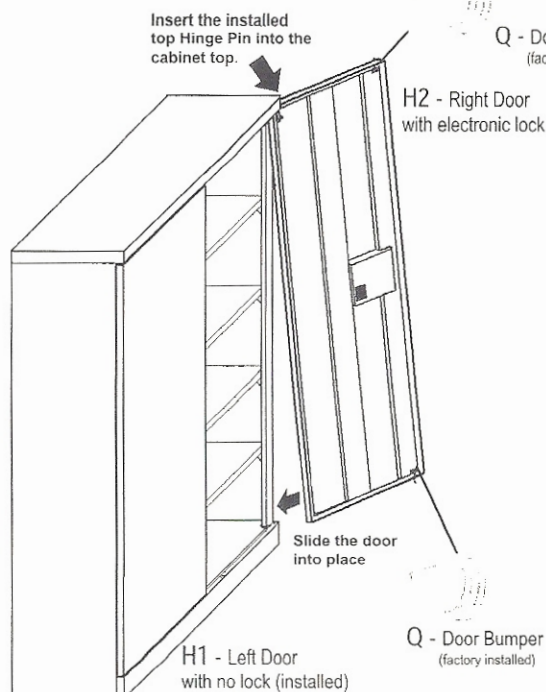
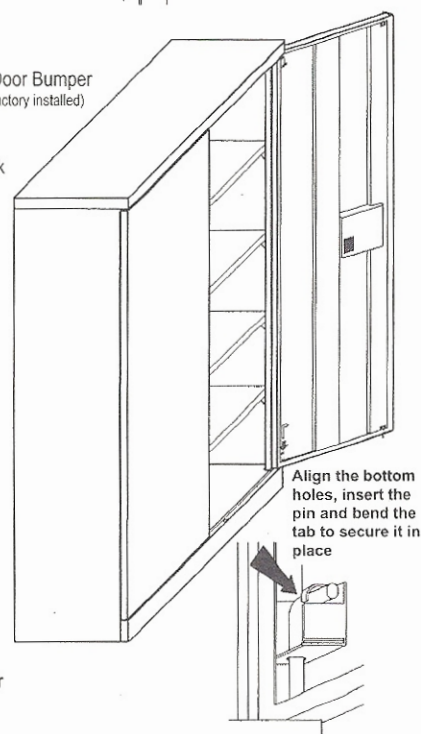


Fig. 5 - Insert bottom hinge pin



After assembly is complete, MILD SOAP and WATER can be used to clean the unit by wiping with a SOFT CLOTH.



# Assembly Instructions

## Step 7 - Electronic Lock Instructions

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The Electronic Lock can be programmed to operate in either of two modes of operation:

- 1) **Standard Operation Mode** - In this mode, both the Personal and Administrator passwords are stored in the system memory until they are manually changed.
- 2) **Auto Reset Mode** - In this mode, the Personal password is automatically reset to the default after opening the electronic lock. The Administrator password does not automatically reset to the default. This mode is ideal for most hotel applications.

Selecting the Mode of Operation:

- 1) Press # key and enter 4 0 9 3 4 0 9 3.
- 2) Use the 0 key to switch modes (ON, OFF).

### Default Passwords

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The system has two passwords: personal and administrator, either can be used to open the door. The factory presets for each are as follows:

- Personal / guest: 1 2 3 4                      - Administrator: 1 2 3 4 5 6

**THESE ARE COMMONLY USED PERSONAL AND ADMINISTRATOR DEFAULT PASSWORDS. FOR MAXIMUM SECURITY, BOTH PASSWORDS SHOULD BE IMMEDIATELY CHANGED. FAILURE TO IMMEDIATELY CHANGE BOTH PASSWORDS WILL COMPROMISE THE SECURITY OF THIS CABINET AND MAY RESULT IN THE THEFT OF ITS CONTENTS.**

### Lock Procedures

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#### Opening the Door

- 1) Press # key. The display will read "-----". Enter the password and press # key to confirm. Should you wish to conceal the password as it is entered, press the \* key once before entering the code. Press the \* key twice to disable concealment. Once the password is accepted, the display will read "OPEN". The lock will stay open for approximately 7 seconds.

NOTE: An alarm will sound if an incorrect password is tried three times. It will sound for 1 minute or until a correct password is entered.

#### Changing the Personal Password

##### Standard Operation Mode

- 1) Open the door with the personal password (default = 1 2 3 4).
- 2) While the display reads "OPEN" press the \* key. The display will read "-----".
- 3) Enter the new password and press the # key to confirm. The display will read "IN". If the password has 8 digits, the confirmation will be done automatically.

##### Auto Reset Mode

- \* 1) Open the door with the guest password (default = 1 2 3 4).
- 2) Before closing the cabinet, press the reset button inside the door. The display will read "-----".
- 3) Enter the new password and press the # key to confirm. The display will read "IN". If the password has 8 digits, the confirmation will be done automatically.

If the lock program is in Auto Reset Mode, the personal / guest password will automatically be reset to the default code after opening the lock. **FOR MAXIMUM SECURITY WHILE IN AUTO RESET MODE, THE PERSONAL PASSWORD SHOULD BE CHANGED EACH TIME THE CABINET IS CLOSED WHEN VALUABLES ARE STORED.**

#### Changing the Administrator Password

- 1) Open the door with the administrator password (default = 1 2 3 4 5 6).
- 2) While the display reads "OPEN" press the \* key. The display will read "-----".
- 3) Enter the new password and press the # key to confirm. The display will read "IN". If the password has 8 digits, the confirmation will be done automatically.

#### Setting the Date and Time

- 1) Press the \* key. Enter 8 0 0 8 8 0 0 8 to access the Date and Time function.
- 2) Enter the year by using the 8 and 0 keys to scroll the numbers up and down. When correct, press the # key.
- 3) Repeat the previous step for the month, day, hour (military time), minute and day of the week successively.
- 4) When finished, wait several seconds; the flashing of the display will stop and the information will be stored.

# Assembly Instructions

## Step 7 - Electronic Lock Instructions - continued

### Retrieve the Open Door Records

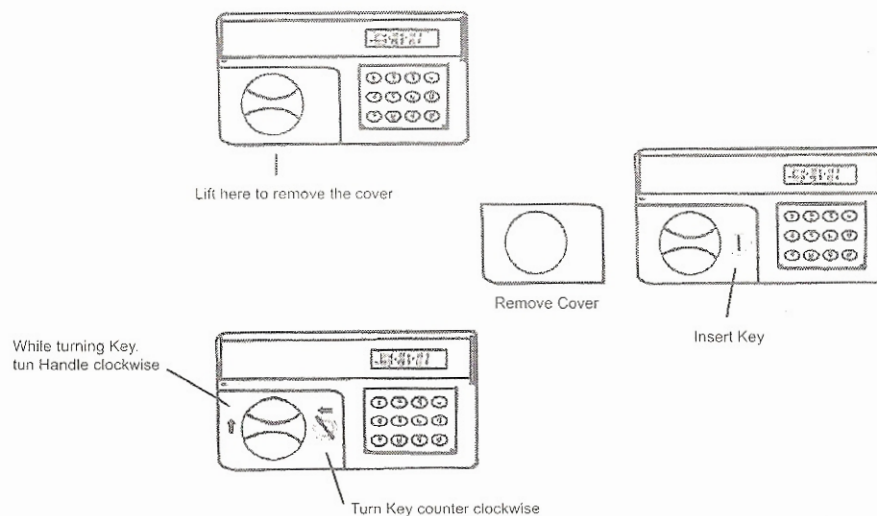
- 1) Enter the password, press # and the display will read "OPEN" with a blue light. After a few seconds, the "OPEN" will disappear but the blue light will still be on. At this moment, press the 0 key to access the records.
- 2) The display will cycle through the date, time and the type of password (PASS 1 or PASS 2) on the most recent opening. Pressing 0 while the record is visible will display next most recent opening. Keep pressing 0 to scroll backwards through all the records.

### Battery Failure

- 1) Connect the external power supply to the socket on the bottom of the keypad and follow the normal entry procedures, or use the **Key Entry Procedure** described below to access the cabinet. Replace the batteries.

### Key Entry

- 1) The keypad can be bypassed by using the key should the electronic lock become inoperable.
- 2) Remove the cover by prying it up from the bottom.
- 3) Insert the key into the lock and turn it counter clockwise.
- 4) **While the key is turned**, turn the handle clockwise to release the lock.



### Notes:

- 1) After a power down, the open door records will not be lost. However, the date and time will not be kept.
- 2) When using the keypad, if a key is not pressed for 10 seconds, the system will return to standby status.

### Forgotten Passwords

- 1) The passwords can be reset by obtaining specific instructions from the manufacturer. For security reasons, to obtain keys or a product reset, the manufacturer will require the following:
  - A) Proof of purchase
  - B) A notarized letter requesting a reset that indicates that the person requesting the reset or keys is the certified owner of the product.

Please call 800-264-3453 for additional information.